



UNITED STATES MARINE CORPS  
MARINE CORPS COMBAT DEVELOPMENT COMMAND  
QUANTICO, VIRGINIA 22134.5001

MCBO 6280.1A  
B 046  
**28 JUL 1999**

MARINE CORPS BASE ORDER 6280.1A

From: Commanding General  
To: Distribution List

Subj: HANDLING, TRANSFER, AND DISPOSAL OF HAZARDOUS MATERIALS  
AND HAZARDOUS WASTE

Ref: (a) MCO P5090.2A  
(b) MCBO 6240.4B

Encl: (1) Environmental Management Quarterly Inspection Report  
(2) Spill Response Material  
(3) Sample Spill Report Form  
(4) Hazardous Material/Hazardous Waste Training Record  
(5) General Inspection Requirements for Hazardous  
Material/Hazardous Waste Generating Activities

**1. Purpose**

a. To establish policy and procedures for the proper handling, storage, and disposal of hazardous material (HM) and hazardous waste (HW) in a manner that will protect human beings and the environment.

b. To implement the provisions of the Command's Hazardous Waste Management Plan which has been separately distributed.

**2. Cancellation.** MCBO 6280.1.

**3. Background**

a. Marine Corps Base (MCB), Quantico and tenant activities possess large quantities of HM and HW which must be handled, stored and disposed in an environmentally acceptable manner. The Resource Conservation and Recovery Act (RCRA) of 1976, implemented by Public Law (PL) 94-580, 40 CFR 260 through 40 CFR 264, Federal Solid and Hazardous Waste Regulations, established standards for generators and transporters of HW that will ensure proper record keeping and reporting; the use of a manifest system to track shipments of HW; the use of proper labels and containers; and the proper management of disposal facilities. The Environmental Protection Agency has delegated to the Commonwealth of Virginia primacy for the enforcement of RCRA regulations and all other HW regulations.

**2 8 JUL 1999**

PL 94-580 and references (a) and (b) prohibit the dumping of hazardous substances and oil products into the environment and establish a requirement for a program to manage the use and disposal of HW from the point of generation to ultimate disposal--from "cradle to grave."

b. Federal, state, and local laws, as well as DoD directives and Marine Corps orders, make it very clear that the abuse of our waterways, land, and air will not be tolerated. Reference (a) outlines Marine Corps policy on HM/HW management and environmental responsibilities. References (a) and (b), and this Order, are regulations pertinent to the daily functioning of HM/HW programs at MCB, Quantico.

4. Summary of revision. This revision contains a substantial number of changes and should be reviewed in its entirety.

5. Definitions

a. Accumulation Start Date. Federal and state regulations require that a HW container be marked with the current date at the time that any amount of waste known to be HW is placed into a container. EXCEPTION: Satellite HW accumulation areas must record the date when the container is full.

b. Hazardous Material. HM is material (because of its quantity, concentration, or physical, chemical, or infectious characteristics) that may:

(1) Cause or significantly contribute to an increase in mortality or serious illness (e.g., freon); or

(2) Pose a substantial current or potential hazard to human health or the environment when improperly treated, stored, transported, disposed, or otherwise mismanaged (e.g., crankcase oil, gasoline, etc.).

c. Hazardous Waste. HW is a HM that has no further beneficial use or means of recovery for such use and must, therefore, be disposed. HW's are chemicals that meet certain requirements of ignitability, corrosiveness, reactivity, and toxicity. Any container that contains more than one inch of hazardous residue is also considered to be a HW and is subject to HW regulations. Additionally, any petroleum or oil-based product, such as grease, lubricating oil, or motor oil, contaminated by a hazardous substance is considered to be a HW.

d. Hazardous Waste Generators. The HW coordinator is the person responsible for the management of the HM/HW program at the

**28 JUL 1999**

individual generator/storage activity. Each generating activity HW coordinator shall be at least a staff noncommissioned officer or a civilian, General Schedule (GS)-07 or Wage Grade (WG)-07 or higher. An assistant HW coordinator of equal or lesser rank or grade shall also be designated at each generating activity. The installation HW coordinator at MCB is the person tasked with the HW program for the Commanding General (CG). The installation HW coordinator is located at the Environmental Affairs Section, Natural Resources and Environmental Affairs Branch, Facilities Division, extension 4030. Direct liaison between the installation HW coordinator and all HW generators is authorized.

e. Satellite Accumulation Site. A HW generation point at which waste may be accumulated up to 55 gallons. The container must then be transferred within 72 hours to a less than 90 day HW Accumulation Site or to the Hazardous Waste Storage Facility (Building 27401).

6. Scope. This Order provides guidance for MCB and tenant activities to effectively manage the handling, use, accumulation, transportation, storage, and disposal of HM/HW. This Order is applicable to all military and civilian personnel assigned to or employed at activities located at MCB. This Order is also applicable to all military and civilian personnel of visiting detachments, units, and commands, both domestic and foreign, for which MCB is serving as a host command. This Order meets state and federal requirements in a manner that will cause minimal disruption to unit mission accomplishment. Contractors/contracted personnel working aboard this Base are required to comply with this Order as modified by their specific contract(s).

7. Violations. The intentional discharge or negligent release of any oil product or other hazardous substance into the environment is a violation of this Order. The use of a nonapproved collection container and/or the failure to follow the collection, labeling, and disposal procedure specified herein, shall also be considered a violation of this Order. Commanding Officers (CO's) and division directors, as well as individual generators, may be held liable for violations of PL-94-580. Individuals responsible for violations of reference (a) or this Order may be the subject of punitive actions.

8. Fines/Penalties. Passage of the Federal Facility Compliance Act of 1992 overturned the sovereign immunity defense for federal facilities, thus subjecting installations to fines and penalties for failure to comply with federal, state, and local requirements respecting control and abatement of solid or hazardous waste; significantly increased federal facilities' liability for payment of reasonable service charges for permit reviews and facility inspections, and broadened EPA enforcement authority over federal facilities. Increased vigilance is required by all employees to

**28 JUL 1999**

ensure compliance with all hazardous materials and hazardous waste regulations.

9. Action

a. Director, Facilities Division (Head, Environmental Affairs Section, Natural Resources and Environmental Affairs Branch)

(1) Serve as a single point of contact for MCB, concerning HM and HW matters and regulations. Responsible for the resolution of all conflicting and overlapping authority.

(2) Provide technical assistance to divisions and tenant activities by providing advice for the management, identification, classification, handling, accumulation, storage, transportation, and disposal of HM and HW.

(3) Provide assistance in the acquisition and use of personnel protective equipment.

(4) Inspect divisions and tenant activities on a quarterly basis or more frequently, if required, for compliance with applicable directives and make recommendations for improving the effectiveness and completeness of the responsible units' HM and HW management programs per enclosure (1). The written results of these inspection shall be forwarded to the CO of the inspected unit via the chain of command, especially if deficiencies are found.

(5) Provide formal training for military and civilian HW coordinators based on state requirements, and ensure required on-the-job training is provided by the parent activity.

(6) Maintain a complete listing of unit and tenant activity HM/HW coordinators and assistant coordinators and distribute this information upon request.

(7) Distribute HM/HW information and directives to all generating activities.

(8) Maintain an inventory of HM/HW stored at MCB as provided by the activities and distribute this information upon request.

(9) Verify and monitor personnel training provided by the generating unit's HW coordinator.

(10) Procure equipment and develop test procedures per state and federal guidelines and schedules.

28 JUL 1999

(11) Collect samples and conduct or arrange for analysis of HW samples.

(12) Conduct groundwater monitoring and other environmental testing per approved closure/post-closure plans.

b. Commandins Officer, Security Battalion

(1) Provide technical support as required and emergency response per reference (b). Inspect HM/HW sites during fire inspection cycles and report deficiencies to the Head, Environmental Affairs Section, NREA Branch, Facilities Division, for follow-up.

(2) Designate personnel to support the spill response team established in reference (b) and provide annual refresher training for emergency spill response personnel.

c. Defense Reutilization and Marketing Office (DRMO). The DRMO of the Defense Logistics Agency (DLA) has been given the responsibility within the DoD for the disposal of HM/HW. The DRMO representative for the HM/HW disposal operations at MCB is the DRMO located at Ft. Belvoir. DRMO has been tasked by the DLA to support MCB to dispose of HW according to state and federal regulations.

d. Director, Logistics Division

(1) Ensure that all incoming HM's received through the Federal Supply System are properly labeled, have proper documentation, and are handled per current safety and supply regulations. HM labels shall be attached to all HM issued by the supply officer and accompanying documentation (DD Form 1348-1) shall contain a "hazardous material identification code" in block W and/or a "HM" stamp or other method of identification.

(2) Forward via the chain of command, a copy of the Material Safety Data Sheet (MSDS) (provided by the manufacturer for HM receipts) on all initial acquisitions and open purchases of HM to the Head, Environmental Affairs Section, NREA Branch, Director, Safety Division, and the Head, Fire Protection/Prevention Branch, Security Battalion.

(3) Request vendors to supply MSDS's with all initial purchases of HM.

(4) Prepare a HM inventory and inspection plan.

(5) Coordinate with the industrial hygienist and the Head, Environmental Affairs Section, to review HM open purchase requests and recommend less hazardous substitute materials when appropriate.

2 8 JUL 1999

(6) Ensure that the Self-Service Center maintains an on-hand supply of spill response cleanup and disposal material exhibited in enclosure (2).

e. Public Works Branch, Officer in Charge of Construction/Resident Officer in Charge of Construction. Ensure that all construction contracts include provisions for the proper handling and disposal of HM/HW by contractors. Such waste shall be handled and disposed of per applicable MCB regulations and then transported for disposal off base. A contractor shall have total responsibility and liability for the HM/HW generated by that firm.

f. Director, Safety Division

(1) Provide technical assistance to the Head, Environmental Affairs Section, NREA Branch on health and safety of personnel for HW issues.

(2) Conduct safety inspections to ensure that all required safety equipment associated with HW is properly stocked and is operational.

(3) Provide training to HW emergency response personnel for personal protective equipment.

(4) Provide initial training in the requirements of the Hazard Communication Standard (29 CFR 1910.1200) to all personnel whose duties will involve handling or working with HM/HW.

g. Health Care Advisor, Naval Medical Clinic. Designate an environmental coordinator whose responsibilities are to:

(1) Serve as the Navy focal point for Navy aspects of the Hazardous Material Information System (HMIS) and as a technical resource center for MSDS's, workplace hazard evaluations, and health risk assessments specific to HM applications at MCB.

(2) Serve as a clearing house in conjunction with HMIS operations, for up-to-date information on HM, hazardous chemicals, hazardous substances, and materials that are regulated or controlled by federal, state, or local municipal and environmental regulations and standards.

(3) Develop, maintain, and distribute technical information on health risks and assessments for HM used in workplaces and operations.

28 JUL 1999

(4) Provide CO's and Division Directors technical assistance in evaluating and monitoring the use of HM in the workplace, prescribing precautionary measures, and assisting activities in developing local "authorized for use" lists.

(5) Include HW in the scope of HM health hazard assessments and appraisals performed as a part of ongoing occupational health and industrial hygiene surveillance activities.

(6) Review and comment on performance specifications and guidance for the engineering control of HM in workplace situations.

h. Heads of MCB and Tenant Activities

(1) Designate HW coordinators and assistant HW coordinators appropriately within each unit that generates HW.

(2) Submit to the Head, Environmental Affairs Section, a list of all HW coordinators for their activity on receipt of this Order and upon change of HW coordinators.

(3) Ensure training for all personnel assigned to their activity who are associated with generating hazardous waste.

1. HW Generators. Adhere to this Order and to the more detailed guidance of the Hazardous Waste Management Plan. Develop and maintain a HM/HW/petroleum, oil, and lubricants (POL) operating file.

(1) HM/HW/POL Operatins File. The operating file shall be readily available for inspection by the Environmental Affairs Section, state, and federal agencies. Each HM/HW/POL operating file shall include at least the following items:

(a) A copy of this Order.

(b) A copy of the Hazardous Waste Management Plan.

(c) A drawing showing the layout and location of each unit's HW accumulation sites. If possible, the drawing shall locate the accumulation site in relation to a permanent, numbered building. A copy of this drawing will be provided to the Head, Fire Protection/Prevention Branch, Security Battalion.

(d) A current inventory of all HM/HW shall be maintained at the unit accumulation site.

(e) Reports of all HM/HW spills at the unit and action(s) taken for the previous three years.

**2 8 JUL 1999**

(f) Records and results of all inspections and documented corrective actions, including dates, for the previous three years.

(g) Records of HM/HW training for unit personnel and HW coordinator(s) for the previous three years.

(h) A site-specific contingency plan spelling out the course of action for fire, explosion and/or spills.

(i) Adequate supply of NREA-supplied HW labels.

(2) Delivery. Vehicle operators transporting HW must have a valid U.S. Government Motor Vehicle Operators Card with Hazmat qualifications. Deliver all containerized/labeled HW to the Environmental Affairs Section at Building 27401 at least every 30 days.

(3) Spill Response. The basic control requirement is positive containment by means of dikes which are sufficient to retain spilled HM/HW until it can be safely removed. HW coordinators are responsible for spill reporting using enclosure (3) and all clean up per reference (b). The Environmental Affairs Section will inspect all spill sites to ensure adequate clean up has occurred. All generating activities will maintain a stock of cleanup material sufficient to respond to normal/routine spills. Enclosure (2) provides sources of supply for cleanup material. Final responsibility for all spills and spill clean ups rests with the spilling unit.

(4) Cost of HW. All spill cleanup expenses and the procurement of all drums, safety clothing, labeling material, equipment, etc., necessary for accumulation, handling, disposal, and clean up of HM/HW will be funded by the HW generators respective fund administrator.

(5) Training and Education.

(a) Appropriate training will be provided within six months of assignment to a generating activity, and annually thereafter. Use of courses provided on-base is encouraged and no charge will be incurred for Department of Defense personnel.

(b) Provide continuous on-the-job training to all personnel handling HW and their supervisors, and budget for any off-base training that is desired.

(c) Using the format at enclosure (4), training records will be maintained for three years at the activity and a copy



**2 8 JUL 1999**

forwarded to the Head, Environmental Affairs Section, for permanent filing.

**(6) Disposal.** Each generating activity is responsible for the proper disposal of its HW. However, only the Environmental Affairs Section may authorize the disposal of HW off MCB property.

(a) Fuels, Oil, and Lubricants. Fuels, oils, and lubricants will be disposed by pouring the liquids into specially designated waste storage containers located at each HW activity. To have these containers emptied, the generating activity must contact the Environmental Affairs Section at 784-4030.

(b) Solvents. The purchasing of maintenance related solvents by units aboard MCB must be reduced. All solvents used by HW generating activities will be procured and disposed through a recycling method, when possible. The Environmental Affairs Section and unit supply officers are tasked with establishing and monitoring this recycling program.

(c) Paints, Thinners, Pesticides, Etc. All wastes, other than those listed in paragraph 9i(6)(a) above, will be segregated into Department of Transportation approved drums. Each drum shall have the NREA-preprinted label affixed on its side.

(d) Semi-Solids. Items such as solid "dry-sweep," partially full containers, contaminated soil, rags, fuel/oil filters, etc. will be labeled as above if they contain or are contaminated with HW.

(e) Drums. HW drums (labeled), whether full or not, will be turned in to the Hazardous Waste Storage Facility (Building 27401, Phone: 784-5305, located across from the Fire Station at the intersection of MCB-1 and MCB-2) at least every 30 days. The Environmental Affairs Section will coordinate the actual turn-in date(s) and time(s). All HW drums must be labeled prior to delivery to Building 27401. Only drums that are sealed, and free of rust and dents will be accepted.

(f) Batteries. A civilian contract for the turn-in of lead-acid batteries has been established. Staging areas have been designated as official drop off points. Disposal of batteries at the designated areas should be avoided when temperatures are below 32 degrees Fahrenheit. Batteries may not be turned in when leaking or missing caps. Generators should call the Environmental Affairs Section for instructions concerning leaking batteries.

(g) Hazardous Material. Unused/unopened containers of hazardous material must be turned in to DRMO, Richmond, VA, Call DSN 695-5848 or (804) 278-5848 and arrange for inspection of

**2 8 JUL 1999**

material for resale. If the material is unacceptable a rejection slip will be issued to the generator. If the hazardous material is rejected by DRMO, contact the Environmental Affairs Section, NREA Branch, at 784-4030 for assistance.

(7) Self-Inspection. Each generating activity will conduct a weekly self-inspection using enclosure (5). The original of each inspection will be filed in the operating file and a copy forwarded to the Environmental Affairs Section.

(8) Safety. Proper handling of HW containers is mandatory to reduce accidents. All containers must be kept tightly sealed and palletized. Personnel must consult the MSDS's for proper personal clothing and protection.



R. P. ROOK  
Chief of Staff

DISTRIBUTION: A

28 JUL 1999

ENVIRONMENTAL AFFAIRS OFFICE  
QUANTICO, VIRGINIA

ENVIRONMENTAL MANAGEMENT QUARTERLY INSPECTION REPORT

GENERAL INFORMATION:

Building number: \_\_\_\_\_

Responsible activity: \_\_\_\_\_

Responsible official: (name) \_\_\_\_\_

(title) \_\_\_\_\_

Point of contact telephone number: \_\_\_\_\_

HW inspector(s): \_\_\_\_\_

Person(s) participating on inspection:

\_\_\_\_\_  
Date of inspection: \_\_\_\_\_ Time: \_\_\_\_\_

Purpose of inspection:

Is this a scheduled inspection? YES \_\_\_\_\_ NO \_\_\_\_\_

Date of last inspection: \_\_\_\_\_

ENCLOSURE (1)

**28 JUL 1999****RECORDS AND ADMINISTRATION**

- |  | YES | NO | N/A |
|--|-----|----|-----|
| 1. Are letters of appointment on hand for the HM/HW personnel? <b>MCO P5090.2</b>  |     |    |     |
| 2. Is a current copy of the HW order MCCDCO 6280.1A available and utilized? <b>MCBO 6280.1A</b>  |     |    |     |
| 3. Does the activity have a minimization plan to reduce waste streams through recycling, redistribution, inventory control and reuse? <b>MCCDCO 6280.2</b> |     |    |     |
| 4. Does the activity maintain copies of weekly, monthly and quarterly environmental inspection results?<br><b>40 CFR 265.174</b>                           |     |    |     |
| 5. Is a monthly HM inventory maintained to include materials and quantity on hand? <b>MCBO 6280.1A</b>   |     |    |     |
| 6. Is DD Form 1348-1 being utilized for HW turn in?<br><b>MCBO 6280.1A</b>   |     |    |     |
| 7. Does the activity maintain documentation of all waste streams from procurement through transfer to HW Facility (Bldg 27401)? <b>MCBO 6280.1A</b>        |     |    |     |
| 8. Does the activity have a Standard Operating Procedure which includes HM/HW housekeeping practices?<br><b>MCBO 6280.1~</b>                               |     |    |     |

**PERSONNEL TRAINING**

- |   |  |  |  |
|---|--|--|--|
| 9. Does the activity have a job title for each position at the facility and the name of the person filling it? <b>40 CFR 265.16(d)(1)</b>     |  |  |  |
| 10. Does the activity have a written job description for each of the positions? <b>40 CFR 265.16(d)(2)</b>                                    |  |  |  |
| 11. Does the activity have a training plan that describes the required training for each HM/HW job description?<br><b>40 CFR 265.16(d)(3)</b> |  |  |  |
| 12. Are training records kept on all HM/HW personnel to reflect initial and annual refresher courses?<br><b>40 CFR 265.16(d)(4)</b>           |  |  |  |
| 13. Have HM/HW personnel completed the required training?<br><b>40 CFR 265.16(a)(1)</b>   |  |  |  |

28 JUL 1999

14. Are training records on former HM/HW personnel kept for at least three years? 40 CFR 265.16(e)

15. Have personnel received spill, fire, or other emergencies training? 40 CFR 265.16(a)(2)

16. Is training being conducted on the use of personal protective equipment (PPE) needed for handling HM/HW? 40 CFR 265.16(b)

17. Have activity personnel completed a Hazardous Waste Management class within 6 months of joining the activity? 40 CFR 265.16(b)

#### SAFETY & SECURITY

18. Are all personnel trained on how to read a Material Safety Data Sheet (MSDS)? 29 CFR 1910.1200

19. Do personnel know where MSDSs are found and do they have reasonable access to them within the workspace? 29 CFR 1910.1200(g)(8)

20. Are MSDSs maintained and posted for each chemical utilized? 29 CFR 1910.1200(g)

21. Does the activity have an alarm or communication system? 40 CFR 265.32(a)

22. Does the activity have fire extinguishers readily available? 40 CFR 265.32(c)

23. Are all extinguishers inspected and maintained in operable condition? 40 CFR 265.33

24. Does HW storage area have adequate security? 40 CFR 265.14(a)

#### SPILL CONTROL

25. Does the activity have a contingency plan that includes site diagrams, a list of HM/HW personnel and emergency response actions for HM/HW spills? 40 CFR 265.51(a)

26. Has a copy of the facility contingency plan been submitted to the Base Fire Department? 40 CFR 265.5,3(b)

27. Are the spills reported to NREAB? 40 CFR 265.56(d)(2)

28. Does the activity maintain adequate quantities of emergency response equipment? 40 CFR 265.32(c)

YES	NO	N/A

ENCLOSURE (1)

28 JUL 1999

29. Is there at least one person on the premises (or on call) with the responsibility for coordinating emergency response measures? 40 CFR 265.55

**LABELING AND WALK THROUGH**

30. Are the HW storage areas posted "Danger - Unauthorized Personnel Keep Out"? 40 CFR 265.14(c)

31. Are "No Smoking" signs posted where there is a hazard from ignitable or reactive wastes? 40 CFR 265.17(a)

32. Are proper hazard warning signs posted at all HM/HW storage areas? 29 CFR 1910.1200(h)(1)

33. Are the words "Hazardous Waste" clearly marked on the HW containers? 40 CFR 262.34(a)(3)

34. Are the containers visibly marked with the date each period of accumulation began? 40 CFR 262.34(a)(2)

35. Are containers compatible with the waste to be stored? 40 CFR 265.172

36. Is there adequate aisle space for unobstructed movement of personnel and emergency equipment in the HW building? 40 CFR 265.35

37. Are containers of HM/HW closed except when adding or removing waste? 40 CFR 265.173(a)

38. Does the activity ensure that all HM/HW have proper warning labels attached to containers? 29 CFR 1910.1200(h)

39. Is HW being removed from site within 30 days?  
MCBO 6280.121

40. When the facility is in use, are container areas inspected daily to detect leaks, deterioration and unsatisfactory condition? 40 CFR 265.15(b)(4)

41. Are incompatible containers of HM/HW separated from each other by the use of secondary containers, berms or walls? 40 CFR 265.177(c)

42. Are the discharge control valves behind the HM/HW and POL storage areas inspected at least once each week and after storm events to ensure they are closed? Is draining of accumulated precipitation conducted under responsible supervision? Is contaminated drainage treated or removed prior to discharge? Are drainage logs maintained of the operation? 40 CFR 112.7

YES	NO	N/A
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28 JUL 1998

43. Does the activity limit accumulation of HW in satellite accumulation area to 55 gallons of HW, or 1 quart of acutely HW? 40 CFR 262.34(c)(1)

44. Is excess waste in satellite accumulation areas placed within three days in a permitted storage area, or in a less than 90 day accumulation area? 40 CFR 262.34(c)(2)

YES	NO	N/A

IMPROVEMENT COMMENTS AND RECOMMENDATIONS:

**2 a JUL 1999****SPILL RESPONSE MATERIAL**Absorbents & Containers  
for Spill Response and  
HM/HW Handling & Storage<sup>(1)</sup> **ABSORBENT POWDER/ANTI-SLIP** bag....NSN 7930-01-145-5797 \$9.48<sup>(1,2)</sup> **DRY-SWEEP** 50 lb bag.....NSN 7930-00-269-1272 \$4.52**ABSORBENT MATERIAL (oil specific)**1. <sup>(1,2)</sup> Pads (bale of 100).....NS N 4235-01-219-7414 \$23.122. <sup>(1,2)</sup> Rolls.....NS N 4235-01-281-0336 \$42.443. <sup>(1)</sup> Loose sorbent, bag.....NS N 7930-01-436-7998 \$30.384. <sup>(3)</sup> Booms (4" x 8'; box of 6)...open purchase about \$70.00**ABSORBENT MATERIAL (all purpose)**1. <sup>(3)</sup> Pads (bale of 100).....open purchase about \$55.002. <sup>(3)</sup> Booms (3" x 4'; box of 5)...open purchase about \$20.00**METAL DRUMS**

1. Open top (for solid materials)

<sup>(1,2)</sup> 30 gallons.....NS N 8110-00-366-6809 \$30.72<sup>(1,2)</sup> 30 gallons.....NS N 8110-01-G00-2076 \$54.54<sup>(1,2)</sup> 55 gallons.....NS N 8110-00-030-7780 \$61.63<sup>(1,2)</sup> 85 gallon overpacks.....NS N 8110-01-601-6436 \$130.00

2. Closed top (for non-corrosive liquids)

<sup>(3)</sup> 5 gallons.....open purchase about \$10.00<sup>(1,2)</sup> 55 gallons.....NSN 8110-00-292-9783 \$40.60**PLASTIC DRUMS**

1. Open top (for general use)

<sup>(3)</sup> 5 gallon pails with lid....open purchase about \$8.00<sup>(3)</sup> 95 gallon overpacks.....open purchase about \$185.00

2. Closed top (for corrosive liquids)

<sup>(1)</sup> 5 gallons.....NS N 8110-01-600-2155 \$10.40<sup>(3)</sup> 15 gallons.....open purchase about \$20.00<sup>(3)</sup> 30 gallons.....open purchase about \$40.00<sup>(3)</sup> 55 gallons.....open purchase about \$60.00<sup>(1,2)</sup> **SANDBAGS** 14"x 26" (100/bundle) NSN 8105-00-142-9345 \$54.10<sup>(1)</sup> - Issue Point 60<sup>(2)</sup> - Issue Point 61 (Emergency Use)<sup>(3)</sup> - Open Purchase\*NOTE: Prices are  
approximated for  
budgeting purposes only

ENCLOSURE (2)



**28 JUL 1999**

## SAMPLE SPILL REPORT FORM

**6280**

(originator code)

(Date)

From: &lt;Unit/Activity&gt;

To: Environmental Affairs Section, Natural Resources and  
Environmental Affairs Branch, Facilities Division

Via: &lt;Chain of Command&gt;

Subj: HM/HW/POL SPILL REPORT

Ref: (a) MCBO 6280.1A

1. In compliance with the reference, the following report of a hazardous substance spill is made:

a. Date: \_\_\_\_\_ Time: \_\_\_\_\_

b. Person Reporting Spill: Name: \_\_\_\_\_

Grade: \_\_\_\_\_

c. Location of Spill: Building/Address/Location: \_\_\_\_\_

d. Hazardous Substance Spilled: \_\_\_\_\_

Gallons: \_\_\_\_\_

e. Steps used to Eliminate Spill/Fire Hazard: \_\_\_\_\_

ENCLOSURE (3)

**2 8 JUL 1999**

f. Notification:

Yes No Time Date

Fire Department  
911 or 784-2636/7

\_\_\_\_\_

Environmental Affairs Section  
(working hours) 784-4030

\_\_\_\_\_

CDO  
(off-duty hours) 784-2707/4096

\_\_\_\_\_

Unit Duty Officer  
(off-duty hours)

\_\_\_\_\_

g. Additional Comments (Cause of spill and description of physical damage)

\_\_\_\_\_

\_\_\_\_\_

SECTION LEADER'S SIGNATURE \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

28JUL 1999

# ENVIRONMENTAL TRAINING

## Personnel Information

### EMPLOYEE INFORMATION

NAME: \_\_\_\_\_  
LAST FIRST MI RANK/GRADE

SSN: \_\_\_\_\_ MOS/SERIES: \_\_\_\_\_

### POSITION INFORMATION:

POSITION: \_\_\_\_\_

JOB DESCRIPTION

CERTIFIED IN HM/HW (9954)?: \_\_\_\_\_

HAZMAT/EXPLOSIVE QUALIFIED?: \_\_\_\_\_

### ACTIVITY INFORMATION:

ACTIVITY: \_\_\_\_\_

OFFICER IN CHARGE: \_\_\_\_\_

ACTIVITY PHONE #: \_\_\_\_\_ TYPE OF HW STORAGE SITE: \_\_\_\_\_

ENCLOSURE (4)

## Employee Class History

Job Related Courses	Req'd. By:	Dates Classes Takers							
		Initial	1994	1995	1996	1997	1998	1999	2000

NOTE: S = On the job training, similar courses, research, giving classes, participation in exercises substituted for actual class attendance

28 JUL 1999

GENERAL INSPECTION REQUIREMENTS  
FOR  
HAZARDOUS MATERIAL/HAZARDOUS WASTE GENERATING ACTIVITIES

Complete Tuesday of every week.

Mail one copy to the Environmental Affairs Section, Natural Resources and Environmental Affairs Branch, Facilities Division, building 2004, before the following Monday. File the second copy in the work area permanent records.

\_\_\_\_\_  
(DATE)

ACTIVITY AND LOCATION: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

1. HW/POL ACCUMULATION AREAS

a. Do all HW containers have the words "HAZARDOUS WASTE" clearly spelled out?	YES	NO	N/A
b. Are contents of all containers clearly labeled with preprinted HW label?	YES	NO	N/A
c. Is the accumulation date clearly marked on each HW container?	YES	NO	N/A
d. Is HW being removed from the site in less than 30 days?	YES	NO	N/A
e. Are covers for open drums bolted in place?	YES	NO	N/A
f. Are all container bungs in place?	YES	NO	N/A
g. Are any drums leaking?	YES	NO	N/A
h. Is excessive rust noted on any drum?	YES	NO	N/A
i. Does the storage area have proper signs posted?	YES	NO	N/A
j. Is there any evidence of spills or leaks on the ground?	YES	NO	N/A
k. Are storage areas bermed or sandbagged?	YES	NO	N/A
l. Is appropriate HM/HW clothing and equipment readily available?	YES	NO	N/A

ENCLOSURE (5)

MCI30 6280.1A

**2 8 JUL 1999**

m. Are storage tanks showing obvious signs of corrosion or leakage?	YES	NO	N/A
n. Is the level of waste in the tank at or near the overflow level?	YES	NO	N/A
o. Do tanks have watertight lids and wire screens in place?	YES	NO	N/A
p. Are contents labeled on tanks?	YES	NO	N/A
q. Is there any fuel/oil in tank berm area?	YES	NO	N/A

2. HM/HW ADMINISTRATIVE REQUIREMENTS

a. Are personnel HM/HW training files up-to-date?	YES	NO	N/A
b. Is HM/HW operating file current?	YES	NO	N/A
c. Is the file of Material Safety Data Sheets current and complete?	YES	NO	N/A

3. QUANTITY OF HW ON HAND

a. Number 55 gallon drums	_____
b. Number 30 gallon drums	_____
c. Number 5 gallon drums	_____